

Town of Wake Forest

RFQ # 21-0004

Request for Qualifications (RFQ)

for

**Stormwater Infrastructure Assessment & Utility Fee
Development**

Town of Wake Forest, North Carolina

Issued: Wednesday, May 12, 2021

Responses Due: Friday, May 28, 2021 @ 3:00 p.m.

The Town of Wake Forest (further referred to as “the Town”) is soliciting Statements of Qualifications from qualified firm(s) or a team for assistance in the development of a stormwater infrastructure assessment and proposed management plan. The Town desires to have a well-organized comprehensive program, which serves to address the greatest needs for our stormwater infrastructure in the Town.

The Town is seeking expertise in stormwater utility engineering and financial services to provide an overall comprehensive study to evaluate the existing stormwater infrastructure health as well as assessing data to prioritize risk, costs, and overall value to the Town. The Town seeks to identify qualified consultants who have previous experience in preparing a stormwater infrastructure assessment and the development of a municipal stormwater utility fee in the State of North Carolina. The consultant should be proficient in North Carolina state law, stormwater design and management, GIS data, clear and user-friendly presentation of materials, and existing stormwater utility fee programs in the State of North Carolina.

All respondents to this RFQ are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

Background

Wake Forest:

The Town has been a Phase II MS4 permitted municipality since 2006. With that permit designation the Town has an obligation to educate our residents on stormwater pollution as well as inspect and manage the stormwater infrastructure within our jurisdiction. Currently home to over 50,000 residents, Wake Forest is experiencing accelerated growth due to its proximity to Raleigh and Research Triangle Park within Wake County, one of the fastest growing counties in North Carolina. New growth in the last 10 years has expanded the Town’s boundaries through voluntary annexations, and new development within Town limits has increased the amount of public right-of-way dedicated to the Town. With this rapid growth, the Town seeks to develop a proactive plan to maintain our ever-growing stormwater infrastructure. To support this plan, a stormwater utility fee will be developed to fund the ongoing maintenance required by the State’s MS4 Stormwater permit.

Stormwater Utility Committee:

The Town is currently developing a Stormwater Utility Committee to aid in the development of a stormwater utility fee. All committee members will be appointed by the Mayor and will provide a range of backgrounds and expertise. The goals of the committee are:

- To help the Town meet the MS4/NPDES Stormwater permit requirements.
- To recognize a prioritization of stormwater maintenance needs by the Town.
- To define how the stormwater utility fee will be set and administered based on the contribution to stormwater runoff.
- Define what budgetary items will be included in the program funding.
- To approve a budgeted master plan in the first 5 years. Hired consultant will recommend the budget allocation.

Scope of Services

The stormwater infrastructure assessment should include the following information and analysis. Alternative services and deliverables may be proposed on evidence of the need to meet the purpose of the RFQ. RFQs that do not include all these will not be considered.

Task 1: Existing Conditions Analysis

- Identify and review existing stormwater infrastructure, as shown in our Stormwater GIS maps.
 - The Town can provide select as-builts, historical material, and field data to aid in verifying stormwater infrastructure as needed.
- Prepare analysis on current health of stormwater infrastructure.
- Make recommendations to correct and deficiencies or concerns with the existing stormwater system.
- Develop a risk formula to rate existing and future stormwater infrastructure and provide interactive map showing risk data.
- Rank the existing system by risk and prioritize projects by order of Town's needs.
- Include cost estimates and Capital Improvement Plans (CIP) in a comprehensive stormwater program.

Task 2: Stormwater Infrastructure Program

- Provide stormwater consultant engineering services for stormwater and drainage conveyance, watershed management studies, stormwater modeling, hazard mitigation, water quality, green stormwater infrastructure, stormwater control measures, stream restoration, and stormwater asset management.
- Provide engineering analysis and design of key stormwater features such as stream stabilization and restoration, storm sewer system design, drainage and culvert system retrofits, energy dissipaters, and other associated stormwater features.
- Analyzing replacement or rehabilitation benefits for high-risk stormwater systems.
- Develop estimated costs and project durations for scoped projects.
- Identify opportunities to collaborate with neighboring municipalities on water quality projects.

Task 3: Annual Stormwater Budget for the Town

- Engage in the Town's discussions of a future stormwater utility fee.
- Develop a cost structure for an annual proactive stormwater operations and maintenance plan.
- Provide potential rate structures for stormwater utility fee to be considered by the committee.
- Provide a matrix of proposed services a stormwater utility would provide residents and businesses in the Town.

Provide a schedule for completion of Tasks 1 -3. Based on the Town's timeline, tasks may not be sequential and may be separated out. Engagement in the Town's stormwater utility fee development may be required as needed to support the committee. Adjustments to the final project schedule will be made with Town staff to ensure all tasks are being complete in a timely manner that supports the needs of the Stormwater Utility Committee.

The Town has provided two exhibits with this RFQ. The first is a link to the existing stormwater GIS data. This data is continuously being updated by Town staff based on new construction as-builts and field investigations. The Town has not included a data gap analysis or completion of missing data in this RFQ for our stormwater GIS. The second exhibit is the Smith Creek Watershed Restoration Plan completed in 2015. While this plan is outdated, there are several CIP projects planned by the Town that were identified and scoped as part of this study. This plan is for historical reference only and is not meant to be an example of work being requested by this RFQ.

Content and Format of Proposal Package

Firms submitting qualifications shall have no association with town staff that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. A selection committee will evaluate the submittals and may elect to select the most qualified firm based on the responses as submitted or elect to conduct interviews with multiple firms prior to recommending a firm.

Submittals shall be on 8.5" x11" paper, side bound so they lay flat when opened. The submission shall be a maximum 6 pages front and back or 12 pages single-sided. All responses should be submitted electronically. Submittals shall include the following:

Project Approach:

The letter of interest provided in the submission shall include the following:

- The name and address of the prime consultant and the state in which it is incorporated and chiefly located.
- Provide supporting information on why your team is qualified and summarize why the Town should select your firm.
- Identification of the project team, including the role and relevant work experience for each team member.
- A summary of the scope of services that shows an understanding of the Town's needs and describes how those would be met.

Firm and Staff Qualifications:

The submission shall include a general description of the firm (prime and subconsultants) and its background as it relates to this project. Specific information regarding the firm and staff shall be submitted and include:

- Information regarding the firm's (including subconsultants, if applicable) previous experience with similar or related projects in North Carolina and the United States, including a brief description of these projects and project staffing.
- Three references including client name, address, contact person, telephone number, email, project start and end date as well as a project description. References should be for similar or related projects on which key staff that are proposed for this project have worked.

Anticipated Schedule:

- The submission shall demonstrate how the submitting firm will manage its responsibilities and work scheduled to be performed, including work of and with Town personnel.

Work Samples:

- The submission shall include up to three recent work samples successfully prepared by the prime consultant within the last 5 years. At least one work example should be within the state of North Carolina. The work samples shall be submitted with the electronic copy and will not count toward the maximum page limit.

Submittal Process Details

Firm selection will be based on the project approach, firm/staff qualifications, anticipated schedule, and work samples.

The Town of Wake Forest reserves the right to reject any responses to this RFQ that do not comply with the content and format of proposal requirements. The Town can also conduct discussions with any or all respondents. The Town accepts no financial responsibility for any costs or expenses incurred by any entity in responding to this RFQ. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

Questions and Clarifications

All questions shall be submitted to Monica Sarna, Stormwater Engineer, via email (msarna@wakeforestnc.gov), no later than 1:00 p.m. on Tuesday, May 18, 2021. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be published on the Town website by 3:00 p.m. on Friday, May 21, 2021.

Statement of Qualifications Submittal

The deadline for firms submitting qualifications is 3:00 p.m. on Friday, May 28, 2021. No submissions or supporting documents will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault. Submittals may be emailed to msarna@wakeforestnc.gov or delivered to:

Physical Acceptance Location:

Wake Forest Town Hall
3rd Floor
c/o Monica Sarna
301 S. Brooks Street
Wake Forest, NC 27587-2901

Mailing Address:

Town of Wake Forest
Engineering Department
c/o Monica Sarna
301 S. Brooks Street
Wake Forest, NC 27587-2901

Submittal packages should be enclosed in a sealed envelope marked **REQUEST FOR QUALIFICATIONS – STORMWATER INFRASTRUCTURE & UTILITY FEE DEVELOPMENT (RFQ # 21-0004)** and set to the attention of Monica Sarna.

Anticipated Schedule

- 05/28/2021: Submission deadline
- 06/01/2021-6/4/2021: Selection committee review of submittals/potential interviews
- 06/09/2021: Highest ranked firm notified.
- 06/14/2021: Procurement
- 06/21/2021: Project Kickoff

Selection Process

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Town. It is the intent of the Town to appoint a selection committee to review the submitted Statements of Qualifications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQ. The Town may invite firms for interviews, but this is not a required step in the selection process. At the conclusion of the interviews (if held), the selection committee will rank the firms based on the selection criteria and the interviews. The Town will provide electronic notification to all firms regarding final selection by July 1, 2021.

Upon completion of the selection process, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the Town.

Evaluation Criteria

Firms will not be considered unless the following minimum qualifications are met:

1. Firm(s) must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors; and
2. Firms(s) must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work from this RFQ.
3. Firm(s) must have experience in the development of a municipal stormwater utility fee in the state of North Carolina.

If an award is made, it is expected that the Town’s selection will be based off the following evaluations criteria:

1. Proposal package responsiveness, appearance, and presentation: Provide a readable, clear and straightforward project approach that addresses the needs of the Town’s fast paced growth, limited resources, and need for future planning. (20%)
2. Overall Qualifications of the Project Manager and Project Team: Clear identification of the project manager and team personnel that will be assigned to the project. This section shall include the demonstrated project management and quality control methods employed by the team. (25%)
3. Project Approach and Project Understanding: Preference shall be afforded to those firms that, in the opinion of the Town, will be able to adequately present a clear project plan and proposed approach towards the successful implementation of a stormwater management plan and stormwater utility fee. (35%)
4. Relevant Experience: Provide brief summaries of relevant project experience, expertise, and qualifications of the firm. Include relevant work experience for the project team and note the anticipated availability of each member. (20%)

Additional Information about this RFQ

Public Records

Upon receipt by the Town, your Qualifications Package is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Your Qualifications Package will be reviewed by Town of Wake Forest staff, as well as members of the general public who may submit public record requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate document marked “Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Qualifications Package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the document.

In submitting a Qualifications Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all staff involved in the selection process and to any outside consultant or other third parties who are hired to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Town and

each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

The Town expects to select one firm or team but reserves the right to request substitutions of subconsultants.

The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.

All proposal packages and materials submitted hereunder become the exclusive property of the Town of Wake Forest.

Exhibit A: [Town of Wake Forest Stormwater GIS Guest View](#), Wake Forest Stormwater GIS data

Exhibit B: [Smith Creek Watershed Restoration Plan](#), created December 2015